



Police Department

**JOB TITLE: CRIME ANALYST/CRIME PREVENTION OFFICER**

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Job Code: 34262BR  
Location: San Francisco, California  
Close Date: November 5, 2010  
Apply at: <http://www.ucsf.edu/employment/>

The UCSF Police Department is known for its community service orientation, effectiveness at preventing crime through campus community involvement, and for providing a safe living and working environment for the promotion of education, research and public service; the Investigations & Support Services Division encompasses the Department's Crime Prevention program.

**JOB SUMMARY:** The Investigations and Support Services Division Crime Analyst is responsible for managing the crime prevention presentations to UCSF Medical Center Staff, Campus Community and during new student orientations; the incumbent is the liaison between the Police Department and the Clery Compliance and Public Affairs offices, who create and distribute campus bulletins to comply with the Clery Act; manages crime analysis; creates and disseminates monthly crime analysis reports to Patrol operations; manages quarterly department customer satisfaction surveys, and analyzes and reports results to Police leadership; maintains "Timely Warning" crime alert bulletins (campus notification system); conducts community outreach; coordinates/provides instruction in the Women's RAD Basic Self-Defense program; participates in the DOJ Office of Violence Against Women System-wide Grant Committee for Sexual Assault Prevention and Education; and chairs the annual safety fair; Under minimal supervision of the Detective Sergeant, responsible for providing project management; conducting safety and awareness presentations to the campus community; supporting patrol personnel in the Community Oriented Policing and Problem Solving (COPPS) initiative; conducting complex operational level analysis utilizing existing policies and practices; providing input and recommending solutions to problems in the division; studying and developing recommendations for crime prevention and patterns to avert criminal conduct; developing and implementing business plans for campus-wide safety and security measures; conducting in-depth and complex analysis of traffic and crime trends for patrol operations deployment, which may affect policy, procedures and practices; demonstrating advanced knowledge in a specific area of crime prevention and suppression (i.e. tactical deployment of patrol resources); developing strategies for accomplishing the work of the unit with only general guidelines; conducting analytical surveys and produce statistics to meet the performance initiatives; maintaining and supporting CALEA compliance for the Police Department; creating crime prevention programs through environmental design; supporting security inspection and other crime prevention efforts; and perform other duties as assigned.

**REQUIRED:** BA/BS in business major in a related field and four years of experience in administrative analysis or operations research; or an equivalent combination of education and experience; previous work in a police agency; administrative analysis and project management experience, including analyzing data and statistics, and preparing detailed comprehensive reports for senior management; knowledge of project management methods and best practices to track major projects; public speaking and presentation experience; outstanding verbal and written communications skills; computer skills, especially Microsoft Word, Excel, PowerPoint, Outlook, and Access; valid California Driver's License.